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**MILWAUKEE COUNTY EMS
ADMINISTRATIVE POLICY
STATE PLAN CHANGE**

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POLICY:

Prior to the implementation of a permanent or temporary EMS system change, the host community is required to submit a proposal to Milwaukee County EMS for review and approval. The proposal should maintain compliance with the current Milwaukee County contract and at a minimum, needs to address the following:

- Definitions of plan components
- The unit location and vehicle(s) involved in the change
- The schedule of when and how the unit(s) will be functioning
- The staffing of the unit(s), including the number of responders staffing the vehicle and their scope of practice
- How staffing shortages will be managed
- Equipment and supplies to be carried on the vehicle (Vehicles must be compliant with State of Wisconsin regulations and must provide the responders with the necessary equipment to work within their scope of practice.)
- Medical direction and on-line medical control
- Operational issues including transport policies
- Educational needs of the responders
- Documentation issues/requirements
- CQI of the plan
- Relationship to other providers

PROCEDURE:

Submit a copy of the proposal to the Milwaukee County EMS Program Director.

The Program Director will distribute copies of the proposal to the Medical Director and section managers for review.

The Program Director or designee will provide feedback to the host community requesting clarification or changes to the proposal and/or date of EMS Council presentation.

The proposal should be in final form (including any required changes) and received by Milwaukee County EMS prior to placement on the EMS Council agenda. (Generally, the agenda is sent out 10 business days prior to the EMS Council meeting.)

Following EMS Council approval, the Program Director will post the notice of change in the County EMS Plan on EMSS.

The host community will be notified of the EMSS posting and can implement the plan change within one week of notification unless the State EMS Office notifies Milwaukee County EMS otherwise.